

CONFIDENTIAL

Office: OL/LSD/M&CB  
 Objective Statement: Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.  
 Responsible Officer:   
 Significant Funding Amount: \$ \_\_\_\_\_ FY 84  
 Quarter Ending: First Quarter Ending 31 December 1983

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Read literature currently available pertaining to IBM Card Sorting Machines and automated scanners for codeword accountability.			0 --- 0									
2. Determine feasibility of installing automated equipment in Mailroom, i.e., space requirement.						0						
3. Prepare cost estimate.								0				
4. If feasible, formulate plans for implementation.										0		
5. Installation.												0
WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED												

25X1

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Office: OL/LSD

Objective Statement: Complete implementation of a more effective vehicle dispatch plan

Responsible Officer: [REDACTED]

Significant Funding Amount: \$ \_\_\_\_\_ FY 84

Quarter Ending: First Quarter Ending 31 December 1983

O — Scheduled

X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop program to enter motor vehicle requests into an automated system (done)												
Prepare Motor Pool area for installation of computer equipment (done)												
Train Dispatchers in the use of system (done)	X											
Place system on line (done)		X										
WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED												

25X1

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Office: OL/LSD  
 Objective Statement: Implement corrective action to customer surveys in LSD.  
 Responsible Officer:   
 Significant Funding Amount: \$\_\_\_\_\_ FY 84  
 Quarter Ending: First Quarter Ending 31 December 1983

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Improve the response time in the Architectural Design Staff				0	0	0	0				0	
Publicize the Division's Interior Design Consultant <span style="border: 1px solid black; display: inline-block; width: 50px; height: 1.2em; vertical-align: middle;"></span> to printer.	N		N									
Continue to work closely with GSA and to improve service to the Agency	0											0
<i>1. Furniture catalog being sent to act support &amp; Admin officers.</i> <i>2. Theme posters.</i> <i>A. Dishes &amp; Trays</i> <i>B. Office letter.</i>												

25X1

Unclassified when separated from attachments

Office: OL/LSD/ADS  
Objective Statement: Improve the Response Time in the Architectural Design Staff  
Responsible Officer:   
Significant Funding Amount: \$ \_\_\_\_\_ FY 84  
Quarter Ending: First Quarter ending 31 December 1983

O — Scheduled  
X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Study the existing system for scheduling jobs, including:  Work assignments. Existing response time. Response time versus manpower.  Use the PAC II for project scheduling and workload studies.  Investigate using the GIMS system to track existing work orders within ADS.  Contract selected projects with private architectural firms to reduce the backlog of work orders.  Study the feasibility of creating an expeditor position to:  Site survey all project requests to clarify requirements. Verify funds. Verify client priority versus other requests from same component. Identify and complete small projects.				0----	0							
WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED												

25X1

Office: OL/LSD/IDC-FAC  
Objective Statement: Institute a program to have personnel in Agency buildings take more pride in their working areas and buildings  
Responsible Officer:   
Significant Funding Amount: \$ \_\_\_\_\_ FY 84  
Quarter Ending: First Quarter Ending 31 December 1983

○ — Scheduled  
X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Issuance of Headquarters Notice	N											
FAC designation of points to be addressed in poster program			N									
Theme posters displayed in buildings					0		0			0		
Unclassified when separated from attachments												

CONFIDENTIAL

Office: OL/LSD/IDC  
Objective Statement: Publicize the Division's Interior Design Consultant  
Responsible Officer:   
Significant Funding Amount: \$ \_\_\_\_\_ FY 84  
Quarter Ending: First Quarter ending 31 December 1983

O — Scheduled  
X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Distribute new <span style="border: 1px solid black; display: inline-block; width: 50px; height: 1.2em; vertical-align: middle;"></span> mentioning Interior Design Consultant (IDC)	0-----0											
Publish Executive Furniture Catalog offering services of IDS			0-----0									
Include slides of IDC at work in D/L slide file	N											
Unclassified when separated from attachments												

25X1

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Office: OL/LSD/IDC-FAC  
 Objective Statement: Resolve the problem of the DCI portraits  
 Responsible Officer:   
 Significant Funding Amount: \$\_\_\_\_\_ FY 84  
 Quarter Ending: First Quarter Ending 31 December 1983

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Order for copying in oil of the McCone and Turner portraits		X										
Complete copying Turner portrait in oil				0								
Reach decision regarding portraits of Helms and Smith					0							
Place order for Helms and Smith portraits if decision is affirmative						0						
Complete Helms portrait								0				
Complete Smith portrait										0		
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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Milestone Charts for OL Quarterly Planning Conference

FROM:

Chief, LSD/OL  
3E14 Headquarters

EXTENSION

NO.

DATE

19 January 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. OL/IEMSS  
2B07

2. Attn:

John,

Attached are the milestone charts for OL/LSD for the First Quarter ending 31 December 1983, to be used in connection with the first FY 1984 Quarterly Planning Conference with the DDA on 2 February 1984.

Also included in this package are the milestone charts for the OL level, which will be reviewed with the D/L on Tuesday, 24 January 1984 during the LSD Biweekly.

Attachments  
As stated

Unclassified when separated  
from attachments